

**STAFF REPORT**

Meeting Date: September 18, 2002

**TO:** LAFCO Commissioners

**FROM:** Everett Millais, Executive Officer

**SUBJECT:** Change of Meeting Dates – November and December 2002

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**RECOMMENDATION:**

- A. Cancel the regular meeting of November 20, 2002 and the regular meeting of December 18, 2002
- B. Set a special meeting for Wednesday, December 4, 2002.

**DISCUSSION:**

The Commission's By-Laws provide for LAFCO to meet monthly on the third Wednesday of each month. In keeping with the By-laws the Commission also adopts an annual meeting schedule. Based on the By-laws and the adopted meeting schedule for 2002, the Commission's November meeting is currently scheduled for Wednesday, November 20, 2002.

Staff has been informed that the November 20 meeting date conflicts with a meeting of the California State Association of Counties (CSAC). The County Supervisor members of LAFCO, both the regular members and the alternate member, will be attending this CSAC meeting. Accordingly, it is recommended that LAFCO cancel the November 20 meeting and set a special meeting for 9 A.M. on Wednesday, December 4, 2002. December 4, 2002 is recommended as the week after November 20 is the day before Thanksgiving.

**COMMISSIONERS AND STAFF**

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**COUNTY**

Steve Bennett, Chair  
Kathy Long  
*Alternate:*  
Judy Mikels

**CITY**

Linda Parks  
John Zaragoza  
*Alternate:*  
Evaristo Barajas

**SPECIAL DISTRICT**

Jack Curtis  
John Rush  
*Alternate:*  
Dick Richardson

**PUBLIC**

Louis Cunningham,  
Vice Chair  
*Alternate:*  
Kenneth M. Hess

**EXECUTIVE OFFICER**

Everett Millais

**PLANNER III**

Hollee Brunsky

**CLERK**

Debbie Schubert

**LEGAL COUNSEL**

Noel Klebaum

Given the By-laws, the Commission is also scheduled to meet on Wednesday, December 18, 2002. The adopted meeting schedule, however, anticipated that this meeting would be cancelled due to the holiday season. It is recommended that the Commission take action at this time to formally cancel the December 18, 2002 meeting.

Assuming the recommended actions are taken, meeting cancellation notices and a notice of a special meeting will be posted and distributed to interested parties.